

**Graduate School of Biomedical Sciences**

**Course Syllabus**

**Course Title (Course Number)**

**Semester and Year, Day, Time**

 **Room Location**

**COURSE DIRECTOR(S)**

**Faculty Name, Ph.D.**

Office location: Building and Room

Office hours: Office Hours

Telephone: 817-735-XXXX

E-mail: XXX.XXXX@unthsc.edu

**Administrative support**

**Insert Name**

Office location: Building and Room

Office hours: Office Hours

Telephone: 817-735-XXXX

E-mail: XXX.XXXX@unthsc.edu

**course FACULTY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lecturers** | **Department** | **Telephone No.** | **Email Address** | **Office Location** |
| Full Name | Department | 817-735-XXXX | XXX.XXX@unthsc.edu | Building/Room |
| Full Name | Department | 817-735-XXXX | XXX.XXX@unthsc.edu | Building/Room |
| Full Name | Department | 817-735-XXXX | XXX.XXX@unthsc.edu | Building/Room |

**Course Prerequisites**

List prerequisites by course number (Example: BMSC 6301)

**CREDIT HOURS**

Insert credit hour value listed in current catalog

**CLASS WEBSITE**

All core course information will be posted on CANVAS. To get to Canvas: Go to <http://canvas.unthsc.edu> You will need your EUID (EIS login) and password (the one you use for Outlook).

**COURSE DESCRIPTION**

Insert course description listed in current catalog

 **COURSE GOALS**

Insert course goals

 **REQUIRED TEXTBOOK(S)**

Insert list of required textbooks and/or additional readings. Required textbooks cannot vary from those listed on the Schedule of Classes for the semester. If not applicable, replace this text with “None Required” (without quotations)

**REQUIRED JOURNAL ARTICLE(S)**

If applicable, insert list of required journal articles. If not applicable, replace this text with “None Required” (without quotations)

 **REQUIRED/RECOMMENDED SOFTWARE**

If applicable, insert required software or software that will be used by the instructor. If not applicable, replace this text with “None Required” (without quotations)

**RECOMMENDED TEXTBOOK(S)/READING(S)**

If applicable, insert list of recommended books/readings. If not applicable, replace this text with “None Required” (without quotations)

**COURSE REQUIREMENTS & ASSIGNMENTS**

Insert course requirements and assignments to be implemented during the course. When determining the assignments you will require of the students, consider your course goals: What do you want them to know or be able to do at the end of the course? Then ask yourself, what evidence do you need to collect to determine what kind of progress your students are making?

 **GSBS ACADEMIC REQUIREMENTS**

If applicable, include this academic requirement if your course requires written assignments

The Graduate School of Biomedical Sciences supports initiatives that foster students’ academic progress.  Specifically, the GSBS has launched efforts that facilitate mastery of program competencies, while ensuring academic integrity. To that end, the school may require that students submit appropriate written papers to *Turnitin* (an evaluative software service not affiliated with UNTHSC) to receive feedback on originality of student’s work.  The use of this tool is designed to be a formative process, allowing students to gain/improve experience in writing skills and proper referencing.  An additional goal allows students to evaluate and synthesize concepts covered in the course that need to be reflected within the written paper.

To facilitate the submission process, the instructor has set up the required course written assignments in *Turnitin* which can be accessed through Canvas. This allows students to submit written assignments and obtain originality reports. The course written assignment set up in *Turnitin* will allow the Instructor to monitor submissions for all required assignments and view results. Students should go to course Canvas webpage to submit assignments.

**Specific Assignments for this Course:**

|  |  |  |
| --- | --- | --- |
| Required Assignments to be submitted to *Turnitin* | Deadline | Similarity Index Score Allowed |
| * If Applicable, insert assignment you require student to submit to *Turnitin*
 | Insert Date and Time | If Applicable, insert percentage (less than, equal to or greater)score allowed for this assignment |
| * If Applicable, insert assignment you require student to submit to *Turnitin*
 | Insert Date and Time | If Applicable, insert percentage (less than, equal to or greater)score allowed for this assignment |
| *EXAMPLE:* * *Midterm Research Report*
 | *May 12, 2011, 5:30 PM* | *Less than or Equal to 30%* |

 **ACADEMIC PERFORMANCE EXPECTATIONS**

* Students are expected to come to class fully prepared to discuss all required readings and actively participate in all class sessions.
* Students are expected to complete all assignments by their assigned due date. Partial or no credit will be given for work completed after the due date, at the discretion of the instructor.
* Students will be held accountable for all material assigned/covered in the course.
* If applicable, list any other academic expectations that fit your course

 **ATTENDANCE EXPECTATIONS**

Course directors, instructors and the GSBS administration expect students to be regular and punctual in class attendance. Should a student need to miss class for any reason, it is expected that he/she inform the course instructor – by phone, email or in person – prior to the class (only emergency situations will be exempt from this expectation). An Excused Absence Form is available on the GSBS Website under Forms and Guidelines: <http://www.hsc.unt.edu/education/gsbs/forms.cfm>. There are separate forms for Specialized MS Students and Traditional MS/PhD Students listed under the General heading.

An instructor may request the Registrar to drop a student from a course for lack of participation or one unexcused absence. Details regarding attendance policies are outlined in the UNTHSC Catalog: <http://www.hsc.unt.edu/education/gsbs/catalog.cfm>

**Make-Up Examinations**

# A make-up examination is defined as an examination administered to a student in lieu of a regular course examination when the student has (1) arranged in advance to take an examination early or late or (2) missed taking a regularly scheduled examination. Make-up examinations are given only in the case of an approved absence or a documented medical excuse.

Approval is required from the Course Director or Core Curriculum Director to authorize a make-up examination. If a make-up examination is not authorized by the Course Director or Core Curriculum Director, the student may appeal to the Dean. After consulting with the Course Director or Core Curriculum Director, the Dean will make the final decision on the appeal. A student who misses a scheduled examination without receiving approval by the Course Director, Core Curriculum Director or Dean to either take an early or late examination or to make up a missed examination, will receive a grade of zero for that examination.

A student who misses an examination is not permitted to participate in any post-exam review of that examination if he/she has not completed the make-up examination by the time the post-exam review takes place.

### To request an early or late make-up examination, a student must complete an excused absence form requesting a make-up examination from the Course Director or Core Curriculum Director. In the case of an early examination, the completed form must be submitted at least five days before the date of the exam. If the student misses an exam because of a medical reason, a health care provider’s (DO, MD, PA or NP) excuse must be attached to the excused absence form. This form documents the reason for the absence and the date the student requested the make-up examination.

### If the absence is approved, a make-up examination will be administered within the appropriate time-frame determined by the course director or core curriculum director.

**PROFESSIONAL BEHAVIOR EXPECTATIONS**

* Students are expected to show respect for the instructor, each other and all guest presenters.
* Students shall dress appropriately to represent the school in a professional manner. Business casual dress code is particularly expected at class sessions when guest speakers present and when students conduct team presentations (e.g. no caps, no flip flops, no shorts, no T-shirts).
* Students are expected to check UNTHSC Live Email and Canvas regularly for course and GSBS timely correspondence.
* Cell Phones: Students are expected to silence their cell phones to avoid disruption of class. Inappropriate phone use could result in dismissal from class session.
* Laptop Computers: {If applicable to your course} Laptops may be used for note taking. Inappropriate laptop use could result in dismissal from class session.
* If applicable, insert list any other professional behavior expectations for your course

**ASSESSMENT AND GRADING POLICY**

Course grades will be based on the course director’s/instructor’s evaluation of each student’s or group’s performance on the required components of the course according to the following scale:

Insert Assessment Method …………………………. [#] points [or percentage]

Insert Assessment Method …………………………. [#] points [or percentage]

Insert Assessment Method …………………………. [#] points [or percentage]

Insert Assessment Method …………………………. [#] points [or percentage]

The final grades in each of the courses will be based on the outcome of student performance on the exams, quizzes, group presentations and completion of the assessments. Final grades, computed to the nearest 0.1. A grade of 89.4 will be rounded to 89; a grade of 89.5 will be rounded to 90. The following grades will be reported to the Registrar:

90-100 = A

80-89 = B

70-79 = C

< 70 = F

All academic grades will appear on student's official UNTHSC transcript as follows:

* A 4 grade points for each semester credit hour (90-100)
* B        3 grade points for each semester credit hour (80-89)
* C        2 grade points for each semester credit hour (70-79)
* F         0 grade points for each semester credit hour (69 and below)
* WF     Withdraw Failing;  0 grade points

Designations and other symbols that do not earn grade points and are not used for the calculation of grade point averages are as follows:

* P/NP    Pass/No Pass
* S/U      Satisfactory/Unsatisfactory
* W        Withdrawal
* I          Incomplete
* PR      In Progress
* Z        Grade not recorded

\*INCOMPLETE (I) grade will only be given in accordance with the policies outlined in the UNTHSC Catalog <http://www.hsc.unt.edu/education/gsbs/catalog.cfm>

GRADE CHALLENGE:Should a student challenge a specific grade, the challenge should be made

directly to the instructor and follow the grade appeal policies and procedures outlined in the UNTHSC Catalog <http://www.hsc.unt.edu/education/gsbs/catalog.cfm>

GSBS ACADEMIC STANDING:Students are expected to achieve good academic standing, which requires a cumulative GPA of 3.0 or better.

**COURSE WITHDRAWAL PROCEDURE**

It is the student’s responsibility to be familiar with all policies and procedures – and to adhere to all policy deadlines – of the GSBS and the UNT Health Science Center as stated in the institution’s Student Catalog and the Student Handbook.

The UNTHSC Catalog can be reference at the following website: <http://www.hsc.unt.edu/education/gsbs/catalog.cfm>

Policies can be referenced at the following website: <http://www.hsc.unt.edu/policies/PoliciesList.cfm>

Withdrawal Procedures:

* Withdrawal from a course is a formal procedure that must be initiated by the student.
* The student shall consult with the course director and their Academic Advisor prior to withdrawing from a course.
* A student who stops attending class and does not go through the procedure to formally withdraw from the course by the defined deadline will receive a failing grade.

**ACADEMIC ASSISTANCE**

The Course Directors, Instructors and Academic Advisors are available for email, telephonic and personal interactions with students. Students are encouraged to make appointments when they are experiencing difficulty with completing course requirements.

In addition, academic assistance is available through the UNTHSC Center for Academic Performance (CAP). CAP provides academic counseling, learning and study strategy assessments, writing support, tutoring, and workshops on time management, test-taking skills, paper formatting, learning styles and strengths-based learning. All services are available to students at no charge. To schedule an appointment with CAP, call (817) 735-2505 or visit <http://www.hsc.unt.edu/cap>

**ACADEMIC INTEGRITY PROGRAM**

Enrollment is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior at UNT Health Science Center. It the responsibility of the student to be familiar with all policies governing academic conduct which can be found in the UNTHSC Student Catalog, Student Policy Handbook and the Student Code of Conduct and Discipline which are located on the UNTHSC Internet at<http://www.hsc.unt.edu>.

The GSBS supports an environment that promotes professional and ethical behavior while achieving academic growth and individual self-discipline. Each student within the GSBS, upon matriculation, shall have signed an Academic Integrity Agreement that articulates the following:

* It is understood that it is the student’s responsibility to become familiar with all policies related to academic ethics and professional integrity within the GSBS and the University of North Texas Health Science Center;
* It is understood that it is the student’s responsibility as a part of his/her professional maturation to adhere to the Student Code of Conduct and Discipline and other policies related to ethical behavior; and
* The student promised to conduct himself/herself in a professional and ethical manner during all academic pursuits within the GSBS at the University of North Texas Health Science Center.

Therefore, enrollment is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior at the University of North Texas Health Science Center.

GSBS faculty members are expected to report any infractions of these rules and regulations governing student behavior to the University of North Texas Health Science Center’s Division of Student Affairs. These infractions include actions of dishonesty, including but not limited to cheating, plagiarism and theft. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the university***.***

The Student Code of Conduct and Discipline is posted at the following website under the category General and Student Affairs:

<http://www.hsc.unt.edu/policies/PoliciesList.cfm>

**AMERICANS WITH DISABILITIES ACT**

The University of North Texas Health Science Center does not discriminate on the basis of an individual’s disability and complies with Section 504 and Public Law 101-336 (American with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. UNTHSC provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For assistance contact the Center for Academic Performance at the Health Science Center. Reference Policy 7.105 Americans with Disabilities Act Protocol in the Student Policies.

**ZERO TOLERANCE FOR SEXUAL VIOLENCE AND HARASSMENT**

All students should be able to study in an atmosphere free of harassment, sexual violence and gender discrimination. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on the UNT Health Science Center’s website: <http://web.unthsc.edu/info/200304/student_affairs/355/title_ix_reporting>

**Course and Instructor Evaluation**

All students are required to evaluate the course and instructor(s) if applicable if there are five (5) or more students in the class at its conclusion. **Grades and transcripts will be placed on hold until all required course evaluations are completed by the student.  Evaluations must be completed before a student can register for the next semester.**  Students will be contacted via email by Testing and Evaluation Services.

**Class Recordings**

Audio recordings of lectures and posting of the recordings for access by the class are the responsibility of the class, not the instructors, course director or Core director. Video recordings are prohibited. Recordings of any kind are prohibited during exams and post-exam reviews.

**Syllabus Revision**

The syllabus is a guide for this class but is subject to change. Students will be informed of any change content or exam/assignment dates.

**Turnitin and the Family Education Rights and Privacy Act (FERPA)**

**NOTE:** UNTHSC has contracted with Turnitin.com for plagiarism detection services. Use of Turnitin.com is entirely in the discretion of the instructor, but use of such a service requires that you provide notice (via syllabus) to your students that you are using such services. There are two methods for using Turnitin for written assignments. Please refer to the wording guidelines and consent form located on the Faculty Affairs website: <http://www.hsc.unt.edu/departments/facultyaffairs/turnitin.cfm>

**COURSE SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **Date** | **Time** | **Course Session Topic** | **Instructor**  | **Assigned Readings** |
| 1 | 1/1/12 | 8:00 am | Topic | Name | Reference |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

* Didactic courses must include 15 contact hours (including examinations) for each semester credit hour (SCH) assigned to the course. For example, a 3 SCH course should have 45 hours of lectures and examinations combined. Laboratory courses must include 30 contact hours for each SCH assigned to the course.

***The course syllabus is a guide for this class, but it is subject to change. Students will be informed of any change in content or exam/assignment dates.***

**LEARNING OUTCOMES**

**Students who successfully complete this course will be able to:**

Insert Student Learning Objectives